

Joint Research Management Office Standard Operating Procedure for:


Research Finance & Business Development Coordination

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| SOP Number: | 101 | Version Number: | 1.01 |
| Effective Date: | 08/10/2025 | Review Date: | 08/10/2027 |

Authorship & Review:

| | | | |
|------------|--|-------|-------------------|
| Author: | Viktoriia Pryima, Assistant Research Finance Manager | | |
| Signature: | <i>Viktoriia Pryima</i> | Date: | 14/11/2025 |
| Reviewer: | Mira Lindner, Research Finance Manager | | |
| Signature: | <i>Mira Lindner</i> | Date: | 10/12/2025 |
| Reviewer: | Joanne Chamberlain, Senior Partnerships Manager (S&E) | | |
| Signature: | <i>JR Chamberlain</i> | Date: | 11/12/2025 |

Authorisation:

| | | | |
|----------------|---|-------|-------------------|
| Name/Position: | David Begg, Head of Research Finance | | |
| Signature: |  | Date: | 16/12/2025 |

Background:

Knowledge Transfer Partnership (KTP) projects involve close collaboration between the Research Finance and Business Development teams. Each team manages different parts of the project lifecycle, from contract setup to budget management, claim submission, and invoicing.

In the past, responsibilities sometimes overlapped or were unclear, leading to delays in processing claims, raising invoices, or updating budgets in internal systems. This SOP was created to unify all agreed-upon processes and ensure both teams follow a consistent approach to managing KTP projects.

Purpose:

To establish a clear division of responsibilities and communication flow between the Research Finance and Business Development teams for managing Knowledge Transfer Partnership (KTP) projects, this SOP aims to streamline invoicing, ensure claim accuracy, and improve coordination across teams.

Scope:

This SOP applies to all staff within the JRMO Research Finance and Business Development teams who support or manage Knowledge Transfer Partnership (KTP) activities. It covers procedures related to purchase orders, Innovate UK claim submissions, budget supplements, KTP project claims, Oleo approvals, and Worktribe/Unit4 (Agresso) project setup.

Abbreviations:

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|-------|---|
| KTP | Knowledge Transfer Partnership |
| PO | Purchase Order |
| IFS | Innovate UK Innovation Funding Service system |
| FTE | Full-Time Equivalent |
| MO | Monitoring Officer |
| Oleeo | HR Recruitment and HR Operations E-System |

Definitions:

Knowledge Transfer Partnership (KTP):

A government-funded program that connects businesses with universities to carry out innovation projects, usually executed by a dedicated KTP Associate.

Claim:

A financial statement submitted to Innovate UK that details the actual project costs incurred during a specific claim period.

Budget Supplement / Uplift:

An authorised increase to a project's overall budget or a redistribution of funds between existing budget categories.

Monitoring Officer (MO):

Innovate UK's appointed representative responsible for monitoring project progress, evaluating claims, and reviewing supporting documentation.

Oleeo Request

A staff appointment or contract change form submitted via the University's Oleeo HR system.

Associate / KTP Associate:

The employee hired to work full-time with the company partner, directly contributing to the KTP project.

Worktribe (WT):

The university's internal system for costing, contracts, and grant applications used to manage research projects during the pre-award stage.

Agresso/UNIT4 (UNIT4):

The University's financial management system used to oversee and manage research projects once funding has been awarded.

IFS (Innovation Funding Service):

Innovate UK's online platform for submitting project claims, reports, and uploading required documentation.

Relevant SOPs:

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|-------|-----|
| • SOP | N/A |
| • SOP | N/A |
| • SOP | N/A |

SOP Text:

| | Responsibility | Activity |
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| 1. | Purchase Orders and Invoices for KTP Projects | <p>For new KTP projects, the company should ideally provide one PO at the contract stage to cover all invoices for the entire project duration.</p> <p>If the company insists on a separate PO for each claim period instead, the Business Development team will confirm this during their quarterly meeting with the partner.</p> <p>Once a PO has been issued, it will be shared with the Assistant Research Finance Manager or Research Finance Officer, either by the BD team or directly by the company. The Research Finance team will then raise all invoices, based on the amounts approved during the BD team's quarterly management meetings.</p> <p>All invoices must be correctly referenced to the relevant PO and once raised, should be uploaded to the Work tribe project documents in line with internal processes. When invoices are sent to the funder, it is recommended to CC the BD team, so they are aware that the invoice has been sent out.</p> |
| 2. | Submitting KTP Claims on the Innovate UK Portal | <p>The Business Development Manager – Innovation and Enterprise Unit will continue submitting KTP claims through the Innovate UK IFS system until new staff join the Research Finance team.</p> <p>The Assistant Research Finance Manager and Research Finance Officer also have access to IFS and can verify submissions if needed.</p> <p>Once Research Finance capacity increases, responsibility for claim submissions may be reevaluated.</p> |
| 3. | Budget Supplements / Uplifts on Worktribe (WT) | <p>Requests for any budget supplements or uplifts should first be submitted to Pre-Award.</p> <p>When the request is forwarded to Research Finance, it must include the amount to be updated and the specific budget category it relates to.</p> <p>All supporting information should be uploaded to Worktribe, including a summary table showing:</p> <ul style="list-style-type: none"> • Original budget • Updated amount • Budget category affected <p>The Research Finance Manager/ or Research Finance Officer will then make the necessary updates in Worktribe and Agresso.</p> |
| 4. | KTP Project Claims | <p>All KTP claims must be prepared using actual expenditure recorded in Agresso/Unit4 reports.</p> <p>Each claim package should include:</p> <ul style="list-style-type: none"> • A complete transaction listing • Supporting evidence when required, such as receipts, invoices, and justifications requested by the Monitoring Officer or Innovate UK Finance. Additional evidence might be required, such as approvals from Business, Academic, and Knowledge Transfer Advisor. This could be minutes from the Local Management Committee (LMC) |

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| | | <p>meeting and/or virtual email approval, along with the FEC sheet for that quarter's claim.</p> <ul style="list-style-type: none"> • These FEC sheets are submitted on IFS every quarter. Submission sometimes coincides with the quarterly LMC meeting, where the claims are approved; otherwise, approval via email is sufficient. <p>The Research Finance team is responsible for ensuring that all claims are accurate, fully supported, and compliant with Innovate UK requirements.</p> |
| 5. | Review and Updates | <p>This SOP will be reviewed every two years or sooner if there are significant changes to KTP funding requirements or internal team structures. Any amendments must be reviewed and officially approved by both the Research Finance and Business Development leads.</p> |

Change control

This section outlines changes from version **NA** to version **NA**

| Section changed | Summary and description of changes |
|-----------------|--|
| N/A | This is the initial finalised version of this SOP. No earlier versions exist. This document has been created to formalise processes and responsibilities between Research Finance and Business Development for KTP project management. |
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Supporting Documents List of associated documents

| Document ref. | Document name |
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| | |

List of templates

| Template ref. | Template name |
|---------------|---------------|
| | |

List of appendices

| Appendix ref. | Appendix name |
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EDGE Database Update

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